

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: EA-7	Effective Date: July 1, 2005	Version: 1.0
POLICY TITLE: SPEAKING ENGAGEMENTS AND GUEST APPEARANCES		
<p>OVERVIEW: All speaking engagements and guest appearances must be pre-approved, unless the engagement is a routine part of the employee's job duties and involves delivering routine program/service information. Additionally, a report of all speaking engagements and guest appearances must be sent to the Communications Director at the end of each month. Any employee who has questions relating to a speaking or appearance requests, or who needs assistance in preparing for such an engagement should contact the Communications Director.</p>		

I. DEFINITIONS

- a. Honorarium: Payment for a guest appearance, a speech, or an article.

II. REFERENCES

- a. [DCS Ethics Policy](#)
- b. [40 IAC 2-1-6](#)
- c. [DCS External Publications Policy](#)

III. POLICY

- a. An employee who accepts a speaking engagement or guest appearance must represent the vision, mission and values of DCS. An employee is not to discuss his/her personal opinions while representing DCS. An employee may face disciplinary action, up to and including dismissal, if he/she inaccurately represents DCS or expresses personal opinions that oppose those of DCS while officially representing DCS.
- b. All speaking engagements and guest appearances are to be pre-approved by the employee's [work unit director](#). The only exception is an engagement that is a routine part of the employee's job duties, whereby the employee delivers routine program/service information. Example: A member of the Healthy Families staff may give a program overview presentation to a community group without pre-approval.
- c. All requests received at the program or local level shall be forwarded to the appropriate Regional or Program Manager for assignment. The only exception is an engagement that is a routine part of the employee's job duties, whereby the employee delivers routine program/service information. See example above.
- d. The Communications Director shall be notified of all engagements that will have media coverage prior to acceptance. If advance notice is not possible, the Communications Director shall be notified as soon as possible.
- e. Any request that addresses matters of DCS policy, Indiana or Federal law, and/or legislation are to be forwarded to the Communications Director for assignment. Additionally, any request to appear before a national audience and/or key stakeholders including, but not limited to, the Governor, the Governor's Cabinet, and/or Legislators must be forwarded to the Communications Director for assignment.

- f. In accordance with the DCS External Publications Policy, all presentation materials and handouts must be approved by the Communications director prior to the event. The Communications Director will work with individual work units to develop standard presentations as appropriate.
- g. An employee IS NOT permitted to accept an honorarium for any activity, including a speaking engagement, which could be considered part of his/her official duties, is done on state time and/or when state resources are used.
- h. An employee is permitted to accept payment for something not connected with his/her official duties. Such work must be done on his/her own time and without the use of state resources.
- i. An employee may accept payment or reimbursement for actual travel expenses when those have not been paid by the state, even when he/she is not permitted to receive an honorarium.
- j. All speaking engagements and guest appearances must be reported to the Communications Director on a monthly basis.

IV. PROCEDURE

- a. The Communications Director will develop guidelines for accepting/assigning requests and a process for reporting and tracking engagements.
- b. The Communications Director will distribute a written copy of the above mentioned guidelines and the process to all Executive Team Staff, all Regional Managers and all Program Managers.

V. FORMS AND OTHER DOCUMENTS

None

DATE: 06/08/05

James W. Payne, Director
Department of Child Services

A signed copy is on file.